

**GOLDSBORO POLICE DEPARTMENT PRE-EMPLOYMENT PROCEDURES AND MINIMUM  
REQUIREMENTS FOR POLICE OFFICERS**

**To complete your application for employment with the Goldsboro Police Department, the following procedures must be followed:**

1. Complete a City of Goldsboro Application and Data Record.
2. Complete a North Carolina Criminal Justice Education and Training Standards Commission Form F-3 (Personal History Statement). This form must be notarized.
3. Submit a copy of your birth certificate and high school diploma or GED.
4. Applicants must sign form PAF-1 (Pre-Employment Procedures and Minimum Requirements for Police Officers).
5. Applicants must sign Form PAF-2 (Authorization for Release of Personal Information).
6. Applications are only accepted when a vacancy is advertised.
7. Completed forms may be attached to your online application or returned to the Human Resources Department, 200 N. Center Street, or mailed to PO Drawer A, Goldsboro, NC 27533.

**Applicants for the position of Police Officer with the Goldsboro Police Department must meet the following minimum requirements, as well as requirements established by the North Carolina Criminal Justice Education and Training Standards Commission (12 NCAC 09B.0101):**

1. Be a United States citizen.
2. Be at least 20 years of age.
3. Must not have been convicted of any crime, felony or certain misdemeanors. This must be validated by SBI and FBI fingerprint record checks.
4. Selected applicants must pass an oral interview board.
5. Selected applicants must be interviewed by the Chief of Police, or designated representative, to determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate.
6. Selected applicants must pass a thorough background investigation.
7. Selected applicants must undergo a physical examination, to include a drug screen and eye exam, and be determined to be in good health.
8. Selected applicants must successfully complete a psychological screening evaluation to determine the applicant's mental and emotional suitability to properly fulfill the responsibilities of the position.
9. Selected applicants must successfully complete the Goldsboro Police Department's in-service firearms training program.
10. Applicant must meet any other minimum requirements established by the Goldsboro Police Department and/or NC Criminal Justice Education and Training Standards Commission.

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Witness

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Signature of Applicant

\*The selection process is expected to last between one and three months depending on scheduling.

\*The Goldsboro Police Department does not allow reapplication, retesting, or reevaluation during the current selection process. Candidates may re-apply for consideration in any subsequent process.